

# Virginia Business Resource Directory

Seventh Edition, 2006











## **A Guide to Services Available for Existing and Potential Businesses**

The Virginia Employment Commission is pleased to provide you with easy access to information about services available for existing and potential businesses. We hope you will find this directory helpful. If you have any questions, or if we may be of assistance to you, contact us at any of our field offices throughout the Commonwealth of Virginia.

### **Dolores A. Esser, Commissioner**

Virginia Employment Commission

### **Donald P. Lillywhite, Director**

Economic Information Services Division

### **Susan B. McIver, Economist Supervisor**

Labor Market and Demographic Analysis Section

### **Carrie S. Douglas, Editor/Economist**

Labor Market and Demographic Analysis Section



---

---

# Table of Contents

Preface	ix
Introduction	xi
How to Use This Directory	xi

---

---

## Chapter 1: Getting Started 1

---

---

## Chapter 2: Business Planning Process 5

Business Plan and Suggested Outline	6
Cover Sheet	6
Executive Summary	6
Table of Contents	7
Business Plan Forms	9
SWOT Analysis	9

---

---

## Chapter 3: Management—Legal Aspects, Taxes, and Insurance 11

Forms of Organization	11
Sole Proprietorship	11
Partnership	12
Corporation	12
Limited Liability Company	14
Taxation	14
Annual Registration Fee	14
Business Tax	15
Corporate Taxes	15
Property Tax	16
Sales and Use Tax	16
Unemployment Compensation Tax	17
Employer Tax Requirements	17



Other Taxes and Fees	18
Federal Regulations	19
Employer’s Federal Identification Number	19
Social Security Federal Insurance Contributions Act	19
Federal Minimum Wage and Hour Laws	19
Social Security Administration	19
Federal Information Center	19
Insurance	20
Liability Insurance	20
Life and Health Insurance	20
Property Insurance	20
Special-Purpose Insurance	21
Workers’ Compensation Insurance	21
Resources on Legal Aspects, Taxes, and Insurance	21
<i>Employer’s Handbook: A Guide to Employer’s Rights and Responsibilities Under the Virginia Unemployment Compensation Act</i>	21
<i>Virginia Tax Facts</i>	22
Federal Tax Forms and Publications	22
U.S. Small Business Administration (U.S. SBA) Publications	22
VATAX Online Services	22

---

## **Chapter 4: Management— Employees and Other Personnel Issues** **25**

Job Descriptions	25
Recruiting and Training	25
Virginia Employment Commission	25
Workforce Investment Act	26
Division of Apprenticeship Training	27
Department of Business Assistance	27
Department of Rehabilitative Services	27
Department for the Blind and Vision Impaired	28
Virginia Office for Protection and Advocacy	28

Hiring	29
Screening	29
Interviewing	29
Making the Offer	30
Immigration Reform and Control Act	30
Incubators	30
Virginia Small Business Incubator Program	31
Leasing Employees	31
Crime Prevention	31

---



---

## **Chapter 5: Money** **33**

Credit Policy	33
Loans	33
Personal Funds	34
Loans from Relatives and Friends	34
Commercial Bank Loans	34
Credit from Suppliers	35
Credit Card Loans	35
Private Investors Networks	35
Venture Capital	35
Selling Capital Stock	36
Federal Lending Programs	36
U.S. Small Business Administration	36
Community Business Partnership Micro-Lending Program	37
Rural Development	38
Farm Credit, Agricultural Credit Associations	38
Farm Service Agency Loans	38
State Financing Programs	39
Virginia Small Business Financing Authority	39
Virginia’s Center for Innovative Technology	42
Virginia Main Street Program	43
Enterprise Zone Program	44
Virginia Enterprise Initiative	44

---

---

## Chapter 6: Marketing 47

Research	47
Marketing and Research Resources	48
Virginia Employment Commission (VEC)	
Economic Information Services (EIS) Division	48
The Center for Entrepreneurial Development	49
Community Business Partnership	50
Department of Business Assistance	50
Department of Game and Inland Fisheries	51
Department of Minority Business Enterprise	51
Hampton Roads Agricultural Research and Extension Center	52
Metropolitan Business League	52
New Visions, New Ventures	52
Service Corps of Retired Executives	53
Small Business Development Centers	53
U.S. Small Business Administration	53
Virginia Chamber of Commerce	53
Virginia Community College System	54
Virginia Economic Development Partnership	54
Virginia Minority Supplier Development Council	55
Virginia Tourism Corporation	55
Women in Business	56
Women's Business Center of Northern Virginia	56
Pricing Products and Services	56
Consumer Services	57
Better Business Bureau	57
Virginia Department of Agricultural and Consumer Services, Division of Consumer Protection, Office of Consumer Affairs	57
Trade Shows	58
Associations	58
Asian American Business Assistance Center	58
Retail Merchants Association	59
Richmond Association for Business Economics	60
Virginia Manufacturers Association	60

Virginia Retail Merchants Association	60
Doing Business With Federal, State, or Local Government	60
<i>Commerce Business Daily</i>	60
Crater Procurement Assistance Center	60
<i>eVA—Virginia Business Opportunities</i>	61
<i>Procurement Resource Guide</i>	61
<i>Selling to the Military</i>	61
Export Sales	61
Division of International Trade	61
U.S. Department of Commerce	62
Virginia Port Authority	62

---



---

## **Chapter 7: Regulations, Registrations, and Licenses** **63**

Regulating and Licensing Authorities	63
Boiler and Pressure Vessel Safety	63
Bulletin Board Poster Requirements	63
Commissioner of Revenue	63
County or City Health Department	63
Department of Agriculture and Consumer Services	63
Department of Environmental Quality	65
Department of Health Professions	65
Department of Mines, Minerals, and Energy	66
Department of Professional and Occupational Regulation	66
Director of Finance	68
Labor Law	68
Local Building Code Authority	68
Local Fire Department	68
Local Traffic Division	68
Local Zoning Authority	68
Occupational Safety and Health	69
Patents	69
State Corporation Commission	69

---

---

## **Chapter 8: Ready? Set. Go! 71**

Do Your Research	71
Examine Your Personal Qualifications	71
Be Professional	71
Take Your Time	71
Be Flexible	72
Prepare for the Ups and Downs	72
After Planning a Task, Double the Execution Time	72
Step Back Now and Then for the Long View	72
Pinch Your Pennies	72
Look Forward, Not Back	72
Have Fun	72

---

---

## **Appendix: Directory of Agency Addresses, Phone and Fax Numbers, and Websites 73**

---

---

## **Employer Posters 123**

---

---

## **Index 125**

---

---

## **Business Plan Forms and SWOT Analysis**

**Inside Back  
Cover Pocket**

---

---

## Preface

The seventh edition of the *Virginia Business Resource Directory* provides updated text and current listings of agency addresses, phone numbers, and websites. This publication continues to serve as a comprehensive guide to the types of assistance that are available to current and prospective business owners. The Virginia Employment Commission (VEC) is committed to promoting business and economic growth through a strong partnership with employers and Virginia's citizens. Therefore, this directory incorporates considerable research and commentary on the various resources and services available to employers in Virginia.

To be successful, any business venture needs access to information on financial, management, marketing, and personal resources. We hope the use of this publication will assist you in the establishment of a productive, efficient, and financially sound business.

We acknowledge, with gratitude, the cooperation of other agencies and organizations that provided updated information for this seventh edition. Special thanks is also expressed to the following VEC staff who assisted in the preparation of this directory: Tracee Davis, graphic design/layout, Jackie Hudson, economist, and Joan McDorman, assistant editor.

The VEC wants to be your employment agency and resource for labor market information. We look forward to working with you to maximize economic growth and business potential and to keep Virginia a great place to live, work, and do business.

*Carrie S. Douglas*

Carrie S. Douglas  
Editor/Economist

This directory is produced by:

Virginia Employment Commission  
Economic Information Services Division  
703 East Main Street  
PO Box 1358  
Richmond, Virginia 23218-1358  
Telephone: (804) 786-8223  
Website: [www.VaEmploy.Com](http://www.VaEmploy.Com)  
Virginia Relay Center (VRC): 711

*The Virginia Employment Commission is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Any reasonable accommodation for persons with disabilities may be requested by contacting the manager of the VEC field office where you are seeking services.* 5/2006 7.5K



---

---

# Introduction



This directory is a collection of information and rules or ordinances that provides guidance to individuals interested in operating their own business. It is intended to familiarize individuals with the general processes of starting and operating a business. It does not replace legal counsel and advice from accountants. Readers should be aware that legal requirements change from time to time and updates may be obtained from the sources listed.

Management, money, and marketing are the major focal areas of this directory. Since management, or the lack of it, is the primary reason why businesses fail, this directory deals with topics such as writing a plan for starting a business and pricing products and services to keep a business profitable. Aspects of financing your business, including sources of capital, leasing or buying equipment, and purchasing inventory will be covered. Marketing will assist you through the process of incorporating your idea into a product or service, reviewing your potential market, and studying the competition.

In an attempt to address common concerns of individuals starting a business in Virginia, this directory reflects cooperation between the VEC and a number of state and federal agencies and business organizations.

The Virginia Employment Commission is the lead state agency in implementing the Workforce Investment Act (WIA) in Virginia. WIA rewrites current federal statutes governing programs of job training, adult education and literacy, and vocational rehabilitation, replacing them with streamlined and more flexible components of workforce development systems. For the latest on this initiative and other VEC services, visit our website: [www.VaEmploy.Com](http://www.VaEmploy.Com).

## How to Use This Directory

The wire-o binding in this seventh edition allows for easier page reproduction. Sample business plan forms, such as a balance sheet and monthly personal cost of living, projected cash, and projected income statements, are in the pocket of the inside back cover. This edition also includes a SWOT analysis, which will allow business owners to identify the strengths, weaknesses, opportunities, and threats affecting their businesses. An index section helps with navigation through major topics and listings. All addresses, phone numbers, fax numbers, and web addresses have been consolidated in the Appendix.

In addition to hard copy, this publication is available on CD-ROM and on our website at <http://velma.virtuallmi.com/gsipub/index.asp?docid=281>.

